

<input type="checkbox"/> PRIVACY ACT	<input type="checkbox"/> CLASSIFIED	<input type="checkbox"/> APPEAL	<input type="checkbox"/> LITIGATION
<input type="checkbox"/> REFERRAL	<input type="checkbox"/> CONGRESS	<input type="checkbox"/> HIGH-VIZ	<input type="checkbox"/> CONSULTATION
Request Received Via:		FOIAonline	Caseworker: <input type="text"/>
Receipt Date:	Feb 5, 2018	Date Assigned: <input type="text"/>	Date Due: <input type="text"/>

Caseworker		Initial	Date
<input type="checkbox"/> 10-Day Extension Letter Sent			
<input type="checkbox"/> 20-Day Letter Sent	20-Days Expires:		
<input type="checkbox"/> DD2086 Fee Assessment Completed or (N/A)			
<input type="checkbox"/> Team Lead Review	TIME?		
<input type="checkbox"/> Legal Review			
<input type="checkbox"/> Signature Package Signed (Final)			
<input type="checkbox"/> P E R F E C T E D ?			
<input type="checkbox"/> Resp. Docs Uploaded to FOL for Final Review			
<input type="checkbox"/> Notes/Emails Uploaded to FOIAonline			
<input type="checkbox"/> Final Response sent to Requester			

<input type="checkbox"/> Logged Closed Cases in In/Out Processing Tracker	<input type="checkbox"/> (Classified) Case Closed in Processing Tracker	
---	---	--

Record Retention			Responsive Records			
<input type="checkbox"/> 2 Years	<input type="checkbox"/> 6 Years	Destroy Date <input type="text"/>	# Responsive Docs. <input type="text"/>	# Pages <input type="text"/>	Exemptions <input type="text"/>	

Subtotal

For Official Use Only (FOUO) - Privacy Sensitive. Any misuse or unauthorized disclosure may result in both criminal and civil penalties. Date of Draft: 6/23/2017